

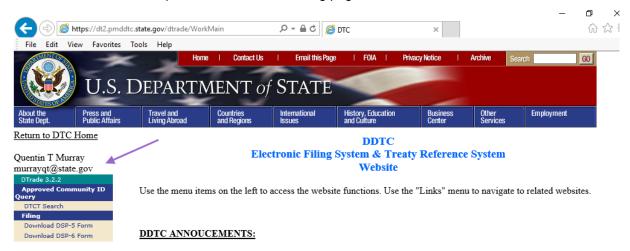
U.S. Department of State Directorate of Defense Trade Controls



Update DTrade Super User Email Address

Where do I find the email I used to register with DTrade?

Log into DTrade, and view at the top left of the DTrade landing page.



How do I update my email address?

- A. Provide the below information in a dated letter on OFFICIAL parent company letterhead with logo:
 - 1. Company Name
 - 2. Registration code (associated with listed company)
 - 3. Phone Number
 - 4. Fax number (if available)
 - 5. Super User Name
 - 6. Current Email registered with DTrade(if known)
 - 7. NEW Email to register with DTrade
 - 8. Signature by the company's Empowered Official or Senior Officer
- B. Attach and email scanned letter to dtradehelpdesk@state.gov or fax to 202-663-2756
 - 1. ATTN: DTrade Help Desk
 - 2. Subject: Update Super User Email Address

Note: Incorrect or missing information may lead to account access and/or processing delays. Please submit your updates by March 1, 2018.

Once the request is received, it may take up to 3 business days for the email to change. Please log into DTrade to view update.